



WASHINGTON STATE SENATE

Washington State Legislature

The Washington State Legislature is a bicameral body with 49 members in the Senate and 98 members in the House of Representatives. Each district is served by one Senator and two House members.

The citizen Legislature meets annually on the second Monday in January in the ornate Capitol building in Olympia. In odd-numbered years -- the budget year -- the Legislature meets for 105 days, and in even-numbered years for 60 days. Permanent Staff work year round supporting the Senate and legislative members in their respective districts.

MISSION

The mission of the Washington State Senate is to exercise legislative powers granted by the State Constitution; to represent and provide leadership for the people of the state of Washington; to enact laws and oversee their administration; and to provide for the public well-being while protecting and maintaining the rights of the individual.

STAFF

Senate staff (administrative, committee, caucus, and members' personal) provide a wide variety of support services to legislative

Exempt Position Announcement

Director of Security Washington State Senate

The Washington State Senate is seeking to fill the position of Director of Security. This is a full-time, exempt, year-round position with responsibility for ensuring the security and safety of state legislators, legislative employees and public visitors to the Senate and its facilities. The position requires superior law enforcement skills and high level interpersonal skills that ensure effectiveness in a work place that is diverse, often characterized by a significant level of pressure for the participants, and highly visible to the public. The position involves substantial administrative and supervisory responsibilities which expand considerably during legislative sessions. The position oversees a wide range of services to senators, fellow staff, and the public that requires a strong customer-service ethic.

The Director of Security is a non-partisan position within Senate Administration and reports directly to the Secretary of the Senate, the chamber's chief administrative officer. With respect to operations within the Chamber, the Director also coordinates with the Senate's elected Sergeant at Arms and the President of the Senate.

Desirable Qualifications

The Senate places a high premium on a safe and secure environment. In addition, the Director, and the staff under the director's supervision, are an important link between the visiting public and the institution. Accordingly, applicants must demonstrate superior skills in law enforcement and ensuring safety and security for elected officials, employees and the public in an open and diverse environment such as the legislature. Applicants must also demonstrate a record of working successfully to achieve a respectful, safe and secure work place. Substantial experience in the training and supervision of security personnel is required. General knowledge of the legislative institution and its operation is very desirable, as is knowledge of Washington's law enforcement community.

Representative Responsibilities of the Director

- Selection, training, supervision and evaluation of Senate Security Officers, Assistant Directors of Security, and other program staff;
- Ensuring respectful, effective and positive interaction between the security team and senators, legislative staff and the public;

members and other staff. Composed of 49 legislators and approximately 180 permanent staff, the Senate provides a diverse and talented workforce.

LOCATION

The Senate is located on the capitol campus in Olympia, the capital city of Washington state and the seat of Thurston County. Olympia is a major cultural center for the Puget Sound region. Washington State offers a blend of economic diversity, diverse educational opportunities, a vibrant cultural scene, and an abundance of recreational prospects.

EMPLOYEE BENEFITS

The Senate offers a comprehensive benefits package including:

- Medical, dental, life and long-term disability insurance.
- Optional long-term care, and auto/home insurance
- Vacation, sick, military, bereavement, and civil leave.
- Nine paid holidays per year.
- A state retirement plan.
- Deferred Compensation
- Healthcare Flexible Spending Account
- Dependent Care Assistance
- Optional credit unions and savings bonds.
- Tuition Reimbursement

- Coordination in security matters affecting Senate personnel and facilities with the Washington State Patrol, the House of Representatives, and other federal, state and local agencies, including the appropriate dissemination of security related information to the Senate community;
- Development and implementation of training, programs and technology that enhance safety and security of persons and property within Senate facilities; and
- Participation in development and implementation of emergency management plans for the Senate and Legislature.

Application Process

The deadline for receipt of the *Director of Security* application package described below is June 15, 2010.

Applicants should submit: (1) a letter of interest describing specific qualifications; (2) a current resume describing in detail the applicant's experience and education; and (3) a minimum of three references with contact information (e.g. address, e-mail address, and telephone).

Applications may be sent via traditional mail to:

Secretary of the Senate
Attention: Security Director Search
Washington State Senate
PO Box 40482
Olympia, Washington 98504-0482

An electronic application package may be sent to:

Senate.Secretary@leg.wa.gov

The Washington State Senate is an Equal Opportunity Employer